



Planning & Development  
Department

MINOR AMENDMENT TO A  
DEVELOPMENT MASTER PLAN



SUBMITTAL FORMS INDEX

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**Planning & Development  
Department  
MINOR AMENDMENT TO A  
DEVELOPMENT MASTER PLAN**



<b>APPLICATION MUST BE COMPLETED IN FULL. ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE.</b>	
<b>REQUEST</b>	
Project Name: _____	
Description of Request: _____ _____	
Existing Use of Property: _____	
Existing Zoning District: _____	
Related Case Number: _____	
<b>PROPERTY INFORMATION</b>	
Address (if known): _____	
General location (include nearest city/town): _____	
Gross Acres: _____ Square Feet: _____	
Legal Description: _____	
Section: _____ Township: _____ Range: _____	
Assessor's Parcel Number(s): _____	
<b>OWNER'S AUTHORIZED AGENT INFORMATION</b>	
Name: _____ Contact: _____	
Address: _____	
City: _____ State: _____ Zip: _____	
Phone #: _____ Fax#: _____	
E-mail Address: _____	
<b>PROPERTY OWNER INFORMATION</b>	
Name: _____ Contact: _____	
Address: _____	
City: _____ State: _____ Zip: _____	
Phone #: _____ Fax#: _____	
E-mail Address: _____	
<b>PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION</b>	
I (property owner) _____ authorize (owner's agent) _____ to file this application on all matters relating to this request with Maricopa County. By signing this form as the property owner I hereby agree to abide by any and all conditions that may be assigned by the Maricopa County Board of Supervisors, Maricopa County Planning and Zoning Commission, or Maricopa County Planning and Development Department staff as applicable, as part of any approval of this request, including stipulations, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property.	
<b>PROPOSITION 207 WAIVER</b>	
The property owner acknowledges that the approval being sought by this application may cause a reduction in the existing rights to use, divide, sell or possess the private property that is the subject of this application. The property owner further acknowledges that it is the property owner who has requested the action sought by the filing of this application. Therefore, with full knowledge of all rights granted to the property owner pursuant to A.R.S. §§12-1132 through 1138, the property owner does hereby waive any and all claims for diminution in value of the property with regard to any action taken by Maricopa County as result of the filing of this application. Property Owner Signature: _____ Date: _____	
<b>VERIFICATION OF APPLICATION INFORMATION</b>	
I certify that the above statements are true. If any of the above statements is willfully false, I understand that I am subject to punishment and that any approvals or permits granted by Maricopa County in reliance upon the truthfulness of the above statements may be revoked or rescinded. Property Owner Signature: _____ Date: _____	
<b>CASE INACTIVITY</b>	
Cases which are not active within six (6) months will be considered inactive and closed by staff. A letter addressing the inactivity will be sent to the owner's authorized agent or property owner with notification of the case to be closed within thirty (30) days. To pursue entitlement after the closing of the case, a new application and associated fees will need to be filed.	



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APPLICATION SUBMITTAL CHECKLIST**



Applications submitted to the Maricopa County Planning and Development Department shall include all of the exhibits, items and information listed in this checklist. This information is requested by Department Staff in order to adequately review the proposal. An application will only be accepted by the Planning Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff. Application(s) determined to be incomplete shall not be processed by staff. Additional information, detail and/or copies may be required after review by the Technical Advisory Committee (TAC). **PLEASE BE ADVISED THAT COMPLIANCE WITH TAC/STAFF REQUIREMENTS DOES NOT GUARANTEE STAFF SUPPORT OF THE REQUEST OR FINAL APPROVAL OF THE REQUEST.**

1.  **PRE-APPLICATION MEETING FORM – 1 Copy**

2.  **FINANCIAL RESPONSIBILITY – 1 copy**

3. **APPLICATION:**

- A. Completed and signed application – **10 Copies**
- B. Proof of ownership-Official Recorded Deeds (**2 copies**):
- C. Corporate or LLC Resolution as applicable.

4. **NARRATIVE REPORT: 10 copies**, including 8½" x 11" proposed land use maps (color). The narrative report must include the information identified in the Maricopa County Development Master Plan Guidelines. The narrative report must be organized as follows:

- A. Narrative Report Notarized Statement- Include a page with the following information to be completed by the owner or the owner’s authorized agent with notary information.

I, \_\_\_\_\_, being owner or owner’s authorized agent for the Development Master Plan recognize and acknowledge that this Narrative Report will become a part of the application to which it applies and that the truth of its contents will be relied upon by the Maricopa County Planning and Development Department, the Maricopa County Planning and Zoning Commission and the Maricopa County Board of Supervisors.

I certify that all of the information in this Narrative Report is complete and true. If any of the statements in the Narrative Report is willfully false or incomplete, I understand that I am subject to punishment and that any approvals or permits granted by Maricopa County in reliance upon the truthfulness of the above statements may be revoked or rescinded.

Owner/Owner’s authorized agent signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_

- B. Title page
- C. Table of Contents
- D. Executive Summary
- E. Location Description
- F. Site Analysis
- G. Plan Amendment Description
- H. Suitability Analysis
- I. Land Use Display Map

\_\_\_\_\_ J. Other materials as necessary or required

5. \_\_\_\_\_ **FEES:** Fee Schedule for Minor Development Master Plan Amendments per Maricopa County Zoning Ordinance Chapter 16 – Section 1602 Fees. Please note fees are non-refundable and are rounded up to the nearest acre.

No application shall be scheduled for hearing by any board or commission or administratively approved unless and until all fees and fines owed to the Department as a result of any activity or inactivity attributable to the property that is the subject of the application are brought current and paid in full or any amounts owed pursuant to an agreement of compliance are current, as the case may be. This requirement shall not be waived by the Board of Supervisors or Planning and Zoning Commission.

Agency	Phone Number	Minor Amendment to a Development Master Plan
Planning & Development	602-506-3301	\$1,500 + \$10 per acre or portion thereof - Maximum fee of \$30,000
Transportation	602-506-8600	\$500
Environmental	602-506-0371	\$225
Drainage Administration	602-372-7090	\$3,000 up to 640 acres plus an additional \$5.00 per acre over 640 acres.  Maximum fee \$40,000  Submittal: 1 Copy of master drainage plan
Flood Control District	602-506-1501	No Review



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**ADDENDUM: PERSONAL GUARANTEE OF FINANCIAL RESPONSIBILITY**

I, \_\_\_\_\_, hereby absolutely, unconditionally and irrevocably  
(print name)

guarantee to Maricopa County the prompt payment of any and all fees and charges in connection with this application and the property for which the application made, including any fees incurred if this application is withdrawn, without the necessity of Maricopa County first seeking payment from the named applicant.

All outstanding fees and fines against a property owed to the Department must be current and paid in full before any application will be scheduled for hearing or administrative approval as applicable.

Signature of Guarantor: \_\_\_\_\_

Date: \_\_\_\_\_



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LIMITED LIABILITY COMPANY RESOLUTION

Be it resolved that the transaction herein referred to, being herewith approved, \_\_\_\_\_ member of \_\_\_\_\_, L.L.C. be and (s)he is hereby directed, authorized and empowered to execute, acknowledge and deliver such documents, instruments and papers and perform such acts as may be legally, properly and reasonably required or necessary for the purpose of filing necessary applications with the Maricopa County Planning and Development Department to obtain \_\_\_\_\_ for parcel number(s) \_\_\_\_\_.

I, \_\_\_\_\_ (attesting witness); member of \_\_\_\_\_ L.L.C., a Limited Liability Company of the State of \_\_\_\_\_, CERTIFY that the foregoing Resolution is duly authorized by the Certificate of Formation and the Operating Agreement of the company; that it has not been modified, amended or rescinded, and is in full force and effect as of the date hereof.

Dated: \_\_\_\_\_

\_\_\_\_\_



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**CORPORATE RESOLUTION**

Be it resolved that the transaction herein referred to, being herewith approved, \_\_\_\_\_ President of \_\_\_\_\_, be and (s)he is hereby directed, authorized and empowered to execute, acknowledge and deliver such documents, instruments and papers and perform such acts as may be legally, properly and reasonably required or necessary for the purpose of filing necessary applications with the Maricopa County Planning and Development Department to obtain \_\_\_\_\_ for parcel number(s) \_\_\_\_\_.

I, \_\_\_\_\_ (attesting witness); Secretary of \_\_\_\_\_ a corporation of the State of \_\_\_\_\_, CERTIFY that the foregoing Resolution is duly authorized by the Board of Directors of the company; that it has not been modified, amended or rescinded, and is in full force and effect as of the date hereof.

Dated: \_\_\_\_\_

\_\_\_\_\_



# Planning & Development Department

## DRAINAGE REQUIREMENTS FOR MASTER PLAN



The master plan needs to be signed and sealed by an Arizona Registered Civil Engineer. The following information will need to be provided for the Master Drainage Plan:

1. **Offsite Hydrology-** Need to determine the quantity, the entrance and exit points, and how the flow is to be routed through the site.
2. **Onsite Hydrology-** Need to show how the flows are to be routed to retention basins. Need to determine quantity for pre and post development conditions.
3. **Onsite Retention-** Need to retain water for the 100-year, 2-hour storm for the site, including adjacent right of way. Determine volume needed and the size and location of basins
4. **Retention Disposal** – Provide preliminary design in accordance with Standard 6.10 for disposal of total ponding volume within 36 hours.
5. **Onsite Hydraulic Calculations** – Need to show preliminary hydraulic analysis for any proposed channels or watercourse encroachments.
6. **Contours-** Need to show natural and proposed contours or spot elevations on the plans.
7. **Streets-** Need to show the layout of major streets.
8. **Floodplains-** Need to show the delineated floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Will also need to apply for a floodplain use permit. Delineation of floodplains (non-FEMA) for major washes is required.
9. **Erosion Setbacks-** For washes and other water course channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.
10. **Floodplains** – Need to show the delineated floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Will also need to apply for Floodplain Use Permit.
11. **Erosion Setbacks** – For washes and other watercourse channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.

Since complex drainage systems may require more detailed information, a meeting should be arranged with personnel from Drainage Review.

FEE\*:

Master Plans (including Development Master Plans)  
\$ 6,000 + \$ 10/acre (for each acre over 640 acres) maximum \$ 80,000

Master Plans Amendments  
\$ 3,000 + \$ 5/acre (for each acre over 640 acres) maximum \$ 40,000

\* See the Drainage Regulation for current fee schedule

**SUBMIT 2 COPIES**